



May 30, 2014

Dear School Counselors:

The Indiana Department of Correction (IDOC) and the Indiana Department of Education (IDOE), have collaborated to develop the *Educational Transition Portfolio* in order to facilitate and expedite the transfer of student records from IDOC to the local school district.

In some instances, IDOC has experienced difficulty in securing school records from the student's public school during processing/arrival at the IDOC facility. This letter is to clarify that the transfer of student records to and from the IDOC facility does NOT require written consents from the student's parent of guardian. Please assist with any request for student records requested by the IDOC facility. Once the facility obtains the student's records they will be able to provide educational services and comply with a student's IEP in a timely manner.

If you have any questions regarding this issue, please contact Catherine Danyluk, Director, Office of Student Services at 317/232-9150 or cdanyluk@doe.in.gov.

Thank you for your assistance.

Sincerely,

Catherine Danyluk, Director
Office of Student Services
Indiana Department of Education

Dr. Susan Lockwood
Director of Juvenile Education
Indiana Department of Correction

Indiana Department of Education

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